

12 CSR 10-24.340 Receipt of Mail of Compliance Documents

PURPOSE: *This rule establishes a consistent and effective method of determining receipt of mail of compliance documents for purposes of license suspension, revocation and reinstatement.*

(1) The director of revenue shall consider as received on the official postmark date of the United States Postal System any documents required for compliance on any suspension or revocation under Chapters 302, 303, 544 and 577, RSMo.

(A) If any date for performing any act falls on a Saturday, Sunday or legal holiday in this state, the performance of that act shall be considered timely if it is performed on the next succeeding day which is not a Saturday, Sunday or legal holiday.

(B) Any mail delivered by third party means other than the United States Postal Service, such as Federal Express, Express Mail or United Parcel, shall be considered received by the date the transporting agency receives the mail item to be delivered as specified on the mailing invoice or order.

(2) If the official postmark date of the United States Postal System is not readable, the documents required for compliance shall be considered received three (3) days before the documents are stamped received by the Department of Revenue.

AUTHORITY: *sections 302.281, 302.291, 302.304, 303.030 and 577.520, RSMo Supp. 1989 and 302.515, 302.520, 302.525, 302.530, 302.535, 303.040, 303.041, 303.042, 303.060, 303.120, 303.140, 303.270, 303.290 and 544.046, RSMo 1986.* Emergency rule filed Dec. 13, 1990, effective Dec. 23, 1990, expired April 21, 1991. Original rule filed Sept. 27, 1990, effective Feb. 14, 1991.*

**Original authority: 302.281, RSMo 1951, amended 1955, 1961, 1989; 302.291, RSMo 1951, amended 1989; 302.304, RSMo 1961, amended 1972, 1973, 1979, 1983, 1984, 1989, 1991; 303.030, RSMo 1953, amended 1965, 1969, 1981, 1986; 577.520, RSMo 1987, amended 1991; 302.515, RSMo 1983, amended 1984; 302.520 and 302.525, RSMo 1983, amended 1984, 1991; 302.530 and 302.535, RSMo 1983, amended 1984; 303.040, RSMo 1953, amended 1976, 1979, 1986; 303.041 and 303.042, RSMo 1986; 303.060, RSMo 1953, amended 1957, 1986; 303.120, RSMo 1953, amended 1965, 1981; 303.140, RSMo 1953, amended 1961, 1965, 1986; 303.270, RSMo 1953; 303.290, RSMo 1953, amended 1957, 1986; and 544.046, RSMo 1980.*

12 CSR 10-24.350 Group Testing of Commercial Motor Vehicle Drivers by Missouri State Highway Patrol

PURPOSE: *This rule establishes guidelines for administering written tests for commercial drivers licenses to groups of applicants.*

(1) The director authorizes the Missouri State Highway Patrol to conduct group testing by written examinations as approved by the director to applicants for commercial drivers licenses.

(2) For the purpose of this rule, a group shall consist of a number of persons adequate to conduct written tests as determined by the superintendent of the Missouri State Highway Patrol.

(3) In order to be eligible to participate in group testing, an applicant must possess a valid, unexpired drivers license from this or any other state and must be a resident of Missouri who will need a Missouri commercial drivers license.

(4) Each applicant shall be responsible for maintaining the copy of any written test results given to the applicant at the time of the testing. If test results cannot be provided by the driver at the time of application for a commercial drivers license, the applicant shall be required to retake the tests.

(5) An applicant who completed tests through group participation may not apply for a commercial drivers license from the department before the scheduled date for license renewal as established by the director.

AUTHORITY: *sections 302.720 and 302.765, RSMo Supp. 1989.* Original rule filed Nov. 15, 1990, effective April 29, 1991.*

**Original authority 1989.*

12 CSR 10-24.360 Third-Party Trainers

PURPOSE: *This rule establishes the authority of third-party trainers to train third-party examiners.*

(1) As used in this rule, the term third-party trainer means an entity certified by the director of revenue to instruct third-party examiners who are employees or potential employees of a third-party tester in the administration of commercial drivers license skills tests.

(2) A third-party trainer may be a Missouri state college, Missouri state university, state

community college or the Missouri State Highway Patrol.

(3) Third-party trainers shall provide a course of instruction in the administration of commercial drivers license skills tests of at least forty (40) hours, approved by the director in consultation with the superintendent of the Missouri State Highway Patrol.

(4) Third-party trainers shall provide certification to every graduate who completes an approved training program successfully.

(5) The authority of a third-party trainer may be terminated by the director at any time upon ten (10) days' written notice. If a third-party trainer disagrees with the director's determination to terminate his/her authority, s/he may request a hearing before the director, or his/her designee, to contest the director's decision. A request for hearing must be made within thirty (30) days of the date notice of termination is sent to the trainer.

(6) A third-party trainer shall maintain a record of every person who participates in an approved training program. That record shall contain, at a minimum, the name of the training program, the name of the person, the type and date of instruction given, course content and the name of the instructor. Those records shall be filed with the director for each person who has participated in the program.

(7) A third-party trainer shall display its certificate of authorization at its principal place of business.

AUTHORITY: *sections 302.720 and 302.765, RSMo Supp. 1989.* Original rule filed Nov. 15, 1990, effective April 29, 1991.*

**Original authority 1989.*

12 CSR 10-24.370 Criteria for an Approved School Bus Program to Waive the Written Examination

PURPOSE: *This rule establishes criteria for an approved eight-hour school bus training program required by section 302.272, RSMo to waive the written examination.*

(1) The holder of a school bus permit issued under section 302.272, RSMo is eligible for a waiver of the written skills examination for renewal of the permit if evidence is provided to the director that a total of eight (8) hours of training is certified as completed, within the preceding twelve (12) months, in any two (2) or more of the following categories:

- (A) The role of the school bus driver;
- (B) Laws governing pupil transportation;
- (C) Discipline;
- (D) Loading and unloading procedures;
- (E) Driving fundamentals and road signs;
- (F) First aid;
- (G) Procedures for handling accidents and emergencies;
- (H) Emergency driving techniques;
- (I) Preventive maintenance and pretrip inspection;
- (J) Transportation of the handicapped; or
- (K) Behind-the-wheel instruction.

effective March 25, 1991, expired July 23, 1991. Original rule filed March 15, 1991, effective Aug. 30, 1991. Amended: Filed Nov. 21, 1991, effective April 9, 1992. Amended: Filed Oct. 22, 1997, effective April 30, 1998.

**Original authority 1986, amended 1987, 1989, 1996.*

(2) No more than four (4) hours of training shall be in any one (1) topic listed in subsections (1)(A)—(K) of this rule.

(3) No program shall be approved by the director for eligibility of a waiver of written skills examination unless conducted by or under the supervision of a Department of Elementary and Secondary Education certified driver instructor. Examples of programs approved by the director may include, but not be limited to:

- (A) Missouri School Bus Driver Training Programs;
- (B) National Highway Safety Programs;
- (C) Missouri State Highway Patrol Programs;
- (D) American Red Cross First Aid Programs;
- (E) Missouri Association of Pupil Transportation Programs; or
- (F) Missouri School Bus Drivers Rodeo.

(4) At the time of renewal of a school bus permit as determined by the director, the holder shall present evidence of completion of at least eight (8) hours of approved training within the preceding twelve (12) months in order to be eligible for the written skills examination waiver. Evidence provided by the school bus permit holder shall be substantially the same as the Missouri School Bus Driver Training Certification form published with this rule.

(5) The Missouri School Bus Driver Training Certification, or its equivalent, shall be verified by a Department of Elementary and Secondary Education certified driver instructor.

(6) Any person who does not provide the required certificate of training for renewal of a school bus operator's permit shall be required to successfully pass the written skills examination for school bus drivers.

AUTHORITY: section 302.272, RSMo Supp. 1997. Emergency rule filed March 15, 1991,*



MISSOURI DEPARTMENT OF REVENUE
DRIVERS LICENSE BUREAU
P O BOX 200
JEFFERSON CITY MO 65105-0200
**SCHOOL BUS DRIVER TRAINING
CERTIFICATION**

FORM

4104

(REV 6-96)

I certify that _____, whose signature appears below, has completed a minimum of eight (8) hours of school bus driver training within the last 12 months in the following categories:

NO MORE THAN FOUR (4) HOURS TRAINING SHALL BE IN ANY ONE TOPIC BELOW.

(HOURS)

- ☐ _____ The role of the school bus driver
- ☐ _____ The laws governing pupil transportation
- ☐ _____ Discipline
- ☐ _____ Loading and unloading procedures
- ☐ _____ Driving fundamentals and road signs
- ☐ _____ First Aid
- ☐ _____ Procedures for handling accidents and emergencies
- ☐ _____ Emergency driving techniques
- ☐ _____ Preventive maintenance and pre-trip inspection
- ☐ _____ Transportation of the handicapped
- ☐ _____ Behind-the-wheel instruction

For information concerning the certification requirements, contact the:

Missouri Department of Revenue
Drivers License Bureau
P O Box 200
Jefferson City MO 65105-0200
Telephone: (573) 751-2730 Fax: (573) 751-0466

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

DRIVER/APPLICANT SIGNATURE

DATE

CERTIFIED DRIVER/INSTRUCTOR SIGNATURE

DLN NUMBER

THIS CERTIFICATION MEETS THE CRITERIA SPECIFIED IN THE PROMULGATED RULES.

MO 860-2346 (6-98)